



U.S. Embassy in Ukraine
Public Diplomacy Small Grants Competition -
EDUCATION
Application form for Organizations

Please note that in order to apply for a grant from the U.S. Embassy your organization must have a DUNS number and active registration on the SAM.gov web site

Please contact PDGrantsEdu@state.gov with your questions

SECTION ONE: Project

PD Small Grants Education Priority Topic:

Project Title:

Up to 20 words (200 symbols)

Total cost (USD):

Amount requested from the U.S. Embassy (USD):

Project start and end dates

The timeframe for your project should include enough time for the preparation and closing financial obligations. Data format dd-mm-yyyy

Start date

End date

Project description

Up to 500 words (3000 symbols). Provide a comprehensive and concise description, which explains primary focus, project need, explanation of the innovative aspects, and project objectives.

Project activities and timeline

Up to 250 words (1500 symbols). Provide list of core activities, including a brief description of each activity and a suggested timeline.

Target audience(s)

Up to 150 words (900 symbols). Identify and describe your target audience(s), why they are strategically important, and how the project will reach them.

Public and private partners for this project

Provide a list of all other organizations or institutions involved in project implementation, if any. Please, attach documents that describe roles and duties of each Partner in the Project, CVs of individual key experts.

American component

Describe how your project promotes U.S.-Ukraine collaboration and incorporates some aspect(s) of American experience, methodology or research. Attach CVs of individual experts (if any), who confirmed their participation in the Project (if it is funded).

Monitoring and evaluation plan

Up to 250 words (1500 symbols). Identify specific variables you will measure before and after project period to assess the effectiveness of your project. Example measures of effectiveness include attitude changes, awareness, behavior changes, establishment of organizational partnerships, relationship building, and skill building.

Project objectives and expected outcomes

Up to 250 words (1500 symbols). Provide a list of specific objectives and describe how they will be achieved. Identify the results you expect to attain and how they will change your institution, field, community, and/or society

SECTION TWO: Organization

Applicant organization name

Enter the organization's name exactly as it is listed in your DUNS registration or on the SAM.gov website

Full mailing address, including postal index

Full name and job title of the organization's head

Please, attach CV

Project manager or contact person for this proposal, if different from organization's head

Please, attach CV

Contact telephone number for this proposal

Digits only

Contact email for this proposal

Number of full-time employees of the organization

DUNS number

SAM.gov registration expiration date

Provide confirmation of your SAM.gov registration as an attachment. Data format dd-mm-yyyy

Organization Portfolio

Please, provide brief information about the organization, including year founded, focus and area of activities.

Organization website and social media pages

Previous grants

Please, provide the list of grants received in the past 5 years, including projects' title, amount in USD and donors.

SECTION THREE: Budget

Expenditure category	Amount requested from the U.S. Embassy, USD	Amount from other sources, USD	Total amount, USD
Personnel			
Honoraria for outside			
Travel expenses			
Supplies and equipment			
Contractual			
Other			
Indirect costs (if any)			
TOTAL			

In addition to the simple budget above, attach a separate budget spreadsheet (in Microsoft Excel) that outlines in detail your proposed project expenditures.

It should include the same major categories as in the simple budget (divided into subcategories where necessary) with detailed explanations of the planned costs. Please, make sure that the total amount is calculated automatically. You can find the budget template and a sample (in one document) on the Embassy website.

SECTION FOUR: Application Checklist

By checking the boxes below (all that apply), we provide the full list of attachments submitted as a part of the application package to the U.S. Embassy:

Detailed budget spreadsheet.

Agreements/memos with Organizational Partners.

CVs of Ukrainian individual key experts.

CVs of the U.S. individual key experts.

CVs of Organization's Head and Project Manager.

Printout of SAM.gov registration confirmation.

IMPORTANT:

All attachments (except for the budget) must be in .pdf format. The total size of all files must be up to 10MB. Please, do not provide links to any online storages (including Google Drive, DropBox, iCloud etc.)

By checking the boxes below, we agree to the following:

We consent to the collection, storage, and processing of personal data mentioned in the PD Small Grants Education application and its attachments by the U.S. Embassy and the U.S. Department of State.

By checking this box, we give permission to the U.S. Embassy to publish information and visuals related to the Project activities on its website and social media platforms.